

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> SR PLANNER MARINE RESOURCES		<b>Date:</b> 12/17/02
<b>Position Level:</b> 10	<b>FLSA Status:</b> NonExempt	<b>Class Code:</b> 10-17

### GENERAL DESCRIPTION

The primary function of the Marine Resources Planner is to develop, manage and take a lead role in the completion of authorized marine projects within the unincorporated Florida Keys and its municipalities. The position also works with other individuals in the Growth Management Division in carrying out the goals of the Monroe County 2010 Comprehensive Plan

### KEY RESPONSIBILITIES

1. \*Responsible for development of marine projects, including channel marking and regulatory marking programs, mooring buoy program, and general projects such as construction or maintenance of boat ramps.
2. \*Work with the MPAC and the Cities with their nearshore waters committees to develop marine project priorities
3. Develop, implement, and maintain updates, on a 3-5 year capital budget for Marine Projects throughout incorporated and unincorporated Monroe County.
4. \*Obtain permits for marine capital projects, including oversight over required information acquisition, development of permit applications, and follow-through to obtain final permit approvals.
5. \*Oversee construction and/or installation of marine project components as they are undertaken.
6. \*Develop, maintain, and oversee a rigorous maintenance program for all marine facilities owned or managed by Monroe County.
7. Maintain a comprehensive GIS based data source of the type, location, condition, and maintenance history of all Monroe County owned or managed marine facilities.
8. \*Coordinate efforts of the Marine and Port Advisory Committee (MPAC); correspondence, prepare agendas, minutes.
9. \*Apply for and administer grants as needed to assist in funding marine projects.
10. \*Prepare contracts for the approval of the County Attorney's office as that may relate to hiring contractors or receiving grants.
11. \*Prepare Agenda items as necessary in support of all aspects of project development, grant requests, RFQs/RFPs, bids, contracts, etc.
12. \*Work with Marine and Environmental Resources and Planning staffs to develop Comprehensive Plan and Land Development Regulations (LDR) policies where revisions to such documents are necessary
13. \*Work on marine and marine facility related Comprehensive Plan obligations, including the development of ordinances, resolutions, revisions to the Comprehensive Plan and/or LDRs
14. Assist private groups in planning and carrying out artificial reef projects.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Master's Degree required in Biology or Ecology.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: <u>George Garrett</u>	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: <u>Timothy McGarry</u>	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: <u>James L. Roberts</u>	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_